

**Position Title: Customer Education and Marketing**

Part Time federal position under the Student Educational Employment Program (SEEP),  
Student Temporary Employment Program (STEP)

Location: NOAA Central Library, 1315 East-West Highway, Silver Spring, MD 20910  
Pay rate: \$15 to \$20 per hour

**Position Description****1. User Education and Outreach**

Assist with development of an informational briefing highlighting general library services and products for specific NOAA projects or teams i.e. climate change, new hydrology-related product development, etc. Briefings will be given at NOAA program staff meetings.

Help develop 3-5 minute presentations highlighting value and use of select library e-resources. Present these at Library Brown Bag seminars to NOAA staff.

Make updates to library website including Brown Bag Seminars pages, Library Instruction page, Databases page, and others as requested.

Participate in use of social media to advance library's communication goals.

Assist with the recording and placement online of Library Brown Bag seminars.

Assist with development of informational briefing highlighting library services and products to be given at the new NOAA employee orientation held in Silver Spring.

Create and send follow-up email to all new NOAA employees so they become users of the NOAA Central Library.

Help identify opportunities to brief new employees outside of Silver Spring who are NOAA Central Library patrons.

**2. Usability Testing and Evaluation of Library website**

Evaluate use of USA.gov search engine for library website. Suggest improvements in search to USA.gov team.

Assist in the development and conducting of usability testing and evaluation of library home page.

**3. Collection Development**

Design online request form to enable NOAA staff to request purchase of new book titles, ejournals titles, etc.

Assist in prioritizing journal title requests based on NOAA staff input.

Assist with library process to move from print to online journal subscriptions.

Gain an understanding of procurement methods and strategies.

Gain a general understanding of the federal purchasing and contracting process relating to libraries.

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*Those interested in this position please contact:*

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